



# Bar Hill Community Association (BHCA)

## NOTICE OF MEETING

Location: The Fox, Gladeside. CB23 8DY

Title: Monthly Trustee Meeting

<https://bit.ly/bhca-shared-calendar>

Time: Tuesday, 13th February 2024 at 7:30 pm



## AGENDA

Reference Documents		
REF01 Minutes of the meeting held on 9th January 2024.pdf REF02 Action List - 60-day Report.pdf REF03 Financial Update - January 2024.pdf REF04 Equal Opportunities Policy & Procedures (V0.1 Draft).pdf REF05 Trustee & Volunteer Training Acknowledgement REF06 Scheduled Agenda Items.pdf REF07 Fundraiser (Role Description) V0.1 (Draft).pdf REF08 Reimbursement of Expenses & Purchases Policies and Procedures V1.1 (Draft).pdf REF09 Grant-Making Policy V1.2 (Draft).pdf REF10 Donation Request Form.pdf REF11 Lego Programming Sponsorship Donation Request (Barry Dean).pdf REF12 Draft ICB Consultation Letter.pdf REF13 The Europe Challenge (Meet Eat Art) Original Cambs CC Library Service Submission.pdf REF14 Europe Challenge 2024 Committee Terms of Reference.pdf REF15 Original PPG Practice Report.pdf REF16 Charitable Donations & Fundraising Policy (1.2 Draft).pdf		
Information Only Items		
IOI01 Gift Aid - Single Donation (New BHCA Template) IOI02 Gift Aid - Multiple Donations (New BHCA Template)		
Open Forum		
OF1	The Chair welcomes residents in attendance and invites them to raise any issues, make suggestions, and question Trustees (through the Chair).  NOTE: This can include reading letters (emails, etc) to fulfil the same purpose for residents who are unable to attend in person.	(oral)
Main Agenda Items		

01	<p>Apologies for absence – <b>Hilary Whipp</b> (HW, Treasurer).</p> <p>Present &lt;Name&gt; (&lt;Initials&gt; [, &lt;Position&gt;] [, &lt;Committee Chair's&gt;]:</p> <p>BHCA Trustees:</p> <p><b>Andy Pellew</b> (AP, Chair of Trustees, Phone Box Library),  <b>Anthony Mitchell</b> (AM, Vice Chair), <b>Bunty Waters</b> (BW), <b>Jo Hall</b> (JH), <b>Kate Da Costa</b> (KDC, Fête &amp; Festival), <b>Jenni Foster-Smith</b> (JFS, Secretary, Parks &amp; Recreation)</p> <p>Volunteers/Members/Local Residents:</p> <p><b>Karen Hayden</b> (KH), <b>Richard Hayden</b> (RH), <b>Barry Dean</b> (BD)</p>	(oral)
02	Minutes of meeting on 9th January 2024	REF01
03	Review of Actions from Action Log	REF02
04	Declarations of interests	(oral)
05	Announcements from the Chair	(oral)
06	<p>Financial Update</p> <p>AP met with AM on the 24th January to count the donations in the buckets from last November's Christmas Event. The total was £88.23. It was transferred into the bank account on the 31st January 2024.</p> <p>Regarding the reporting of Paypal balances. Our Paypal account is not configured to transfer donations into the main (Barclays) bank account on a daily basis. Because of this, totals for the Paypal account will no longer be included in reporting as it's no longer necessary.</p>	REF03
07	Committee Updates: <b>Bar Hill News</b> (AP), <b>Christmas Event</b> (??), <b>Fête &amp; Festival</b> (KB), <b>Parks &amp; Recreation</b> (JFS), <b>Phone Box Library</b> (AP), and <b>Wellbeing Walks</b> (AP)	(oral)
10	<p>New Policy: Equal opportunities policy and procedure</p> <p>The is based on the sample policy from Small Charity Support and covers both Trustees, Volunteers, as well as Employees.</p> <p>PROPOSAL: We accept the policy (and add it to the Annual Review Calendar) at version 0.1 Draft, and advance it to 1.0 Approved.</p>	REF04
11	<p>Simplification of Training record system</p> <p>PROPOSAL 1: We simplify the current training record system by having a single page per training document (as shown in REF05) and have Trustees and (where appropriate) volunteers sign after reading.</p>	REF05
12	<p>Policy Review: Charitable Donations &amp; Fundraising Policy</p> <p>This is an updated version of an existing policy. The old policy is</p>	REF16



	<p>available (for comparison) in the "<a href="#">Policies and Procedures</a>" folder in the Trustees Document area.</p> <p>PROPOSAL: We accept the policy (and add it to the Annual Review Calendar) at version 1.2 Draft, and advance it to 2.0 Approved.</p>	
13	<p>Monthly Agenda Items Schedule</p> <p>Attached is the schedule for monthly agenda items. The intention behind the schedule is to include one (or two) policies or procedures a month for review.</p> <p>PROPOSAL: We accept the attached schedule.</p> <p>Trustees (and those with BHCA Google Accounts) can access the Google Sheet directly in the shared <b><u>Trustee Documents &gt; Meetings</u></b> folder (any issues message AP)</p>	REF06
14	<p>Fundraising</p> <p>A Fundraising Role description has been created to form the basis of articles and requests for help in the Bar Hill News and Online.</p> <p>PROPOSAL: We accept the Role Description as specified in REF07 (this will update the version to 1.0) and that this is used to form the basis of recruitment going forward.</p> <p>We are starting to assemble a list of businesses in our village and surrounding villages that we could potentially approach to sponsor events/ advertise in the Bar Hill News/ donate to the charity.</p> <p>PROPOSAL: Where a Trustee (or volunteer) has a connection to an organisation we record it and they manage connection to that organisation acting as a point of contact for other groups within the BHCA who wish to engage with that organisation.</p>	REF07
15	<p>Updated Policy: Reimbursement of Expenses &amp; Purchases Policies and Procedures</p> <p>The changes to the document are to the form for claiming expenses. The updates clarify who completes what, the affected budget, and the location of receipts (just a folder name).</p> <p>PROPOSAL: We accept version 1.1 (Draft), change the version to 1.2 (Approved).</p>	REF08
16	<p>Trustee Communications</p> <p>At the moment we use WhatsApp as a means of discussing things amongst Trustees. The problem with WhatsApp is there is no</p>	(oral)

	<p>searchable history that volunteers can use to feed into discussions without being added to the group.</p> <p>As we get bigger an “everyone” group will become less and less manageable.</p> <p>This proposal is to switch to Google Groups.</p> <p>Please note that there is no requirement to install an application in order to use Google Groups.</p> <p>Individual group members in Google Groups have much greater control over messaging - opting to receive an email for each message, or a daily digest (for example) - and the archive is held by Google and is searchable.</p> <p>We already use Google Groups extensively within the organisation - for example Meeting Agendas, Chair of Trustees, BHN Contributors, Finance, etc. For 99% of users it is just email.</p> <p>More information on Google Groups is available (via a non-Google site) here;</p> <p><b><u><a href="https://www.dragapp.com/blog/google-groups-guide/">https://www.dragapp.com/blog/google-groups-guide/</a></u></b></p> <p>PROPOSAL: We stop using WhatsApp and switch to using Google Groups (which is essentially managed email) discussions. Trustees will be able to send emails to the group - no-one else will.</p> <p>PROPOSAL: We stop using Slack and close our account.</p> <p>The group will be configured so only Trustees can send messages to it.</p>	
17	<p>VAT Registration</p> <p>As a charity we have the option of registering for VAT. This will allow us to claim back 20% on VAT-chargeable purchases.</p> <p>Here is the details for VAT registration;  <a href="https://www.gov.uk/vat-charities/registration">https://www.gov.uk/vat-charities/registration</a></p> <p>The first paragraph;</p> <p>“As a charity, you must <a href="#">register for VAT</a> with HM Revenue and Customs (HMRC) if your VAT taxable turnover is more than £85,000.</p> <p>You can choose to register if it’s below this, for example, to reclaim VAT on your supplies.”</p>	(oral)

	<p>We would register using the second option (choosing to register).</p> <p>If we become VAT registered we will be required to submit VAT returns. A VAT return comes in two parts; VAT we had added to sales, and VAT we wish to claim back on purchases.</p> <p>We would need to add VAT on Sales. For example stall bookings for the Fete would need to include VAT (at 20%) as would costs for advertising in the Bar Hill News. We can either absorb these costs (so a £15 item would now cost £12.50 + £2.50 VAT) or pass them on (the same £15 item now costs £18 including £3 VAT). VAT registered businesses would be able to claim this VAT back so, if we kept the charges the same we would instead be offering them a reduction of the included VAT. We can do this on an item-by-item basis.</p> <p>VAT returns are usually quarterly but with this scheme; <a href="https://www.gov.uk/vat-annual-accounting-scheme">https://www.gov.uk/vat-annual-accounting-scheme</a> we can switch to Annual which I think makes a lot more sense from our point of view.</p> <p>This would eliminate our need to go via the Parish Council to maximise donations.</p> <p>PROPOSAL: We register for VAT. AP becomes responsible for VAT submissions with another trustee, to be nominated, acting as backup. AP to document and manage this process for approval at a future meeting. All sales must now include VAT with individual committees deciding on how it should be passed on.</p> <p>NOTE: There will probably be a gap between registering for VAT and being accepted onto the VAT Annual Accounting Scheme. We should expect to have to submit at least one or two quarterly returns.</p>	
18	<p>Grant Application Form</p> <p>AM provided a template Grant Application form. The intention is that this form would be placed on our website (or an electronic version of it) and people seeking to apply for a grant would use it.</p> <p>I have updated the Grant Making Policy to include completing the Application Form.</p> <p>PROPOSAL: We accept that Grant Making Policy V1.2 (Draft) and advance the version to V1.3 (Approved),</p> <p>PROPOSAL: PDF versions of the Grant Making Policy, and the Grant Application Form be added to our website.</p> <p>PROPOSAL: An electronic version of the Grant Making Policy (collecting identical information) be created and added to our website.</p>	REF10

19	<p>Request for donation: Lego Programming Equipment</p> <p>We have received a donation request from Barry Dean for the purchase of lego programming equipment. Each piece costs £430.</p> <p>PROPOSAL: We offer the services of the BHCA to allow Gift Aid to be claimed on donations (and potentially VAT to be recovered on costs of the items themselves) for this project.</p> <p>PROPOSAL: We offer a delayed donation. Trustees must understand that there is not sufficient funds for an immediate donation - we would need to fundraise to meet any donation.</p>	REF11
20	<p>The BHCA has the opportunity to provide a written submission to the NHS Cambridgeshire and Peterborough Integrated Care Board (henceforth ICB).</p> <p>The ICB is currently charged with commissioning services for Maple Surgery and has a legal requirement placed on it by the Government to consult on significant changes with the Local Community (amongst other stakeholders).</p> <p>It was announced at the last Maple Surgery Patient Participation Group meeting that the tendering process to run Maple Surgery has been shortened to half the usual time.</p> <p>PROPOSAL: The draft letter, as submitted by AM, serving as our response to the consultation is approved and sent as is.</p>	REF12 REF15
21	<p>The Europe Challenge update</p> <p>There is a published website with more information on this exciting project; <a href="https://theeuropechallenge.eu/">https://theeuropechallenge.eu/</a></p> <p>We now have the submission document from the library service (REF13) which is also in the Committee folder.</p> <p>PROPOSAL: We formerly set up a BHCA Committee (consisting of myself and Bunty in the first instance). The Terms of Reference are attached as REF14. This setup would include a budget of Zero.</p>	REF13 REF14
22	<p>General Budget Manager</p> <p>At the moment we have the General Budget which, so long as it's in surplus, we use for things like the web domain, stickers, etc.</p> <p>PROPOSAL: The "Chair of Trustees" to be placed in charge of managing this budget and authorised to spend up to £50 a month from this budget. All expenses used under this budget should be reported as</p>	(oral)

	an information-only-item (IOI) at the next Trustees meeting.  NOTE: The General budget is not currently in surplus.	
97	Other business (including agenda items for future meetings) -	(oral)
98	Date of Next Meeting  PROPOSED Tuesday, 12th March @ 19:30 in The Fox	(oral)
99	Thanks & Close	(oral)

Dated: <b>13-FEB-2024</b>  	Dated: <b>13-FEB-2024</b>  
Jenni Foster-Smith (Secretary)	Andy Pellew (Chair)